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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

SERVICE MINUTE OF THE SRI LANKA TECHNICAL EDUCATION SERVICE

FOLLOWING Service Minute of the Sri Lanka Technical Education Service is substituted without prejudice to any action taken or purported to have been taken in terms of the Service Minute of the Sri Lanka Technical Education Service published in the *Gazette* Extraordinary No. 415 dated 15.08.1986 of the Democratic Socialist Republic of Sri Lanka and the amendments made thereto from time to time.

By order of the Public Service Commission,

M.A.B. DAYA SENARATH,
Secretary,
Public Service Commission.

On the 02nd of July 2020

01. Effective date:

This Service Minute shall come into force with effect from 06th of July 2020

02. Appointing Authority: Public Service Commission

03. Category of Service / Categories of Services:

- 3.1 Category of Service : Executive
: Senior Executive



3.2 Grades : Executive - Grades III, II and I
: Senior Executive - Special Grade

3.3 *Assignment of tasks.*— No assignment of gradewise tasks is made and the Head of the Department, on the exigency of service, may assign to an officer in any of the grades any task from among those tasks entrusted to this category of service, based on their seniority and merit.

04. Role :

Holders of the posts of this Service should carry out the tasks specifically assigned to them by the Head of the Institution in relation to each of such post with a view to creating technocrats equipped with knowledge, attitudes and proficiency required for the national and international labour market having regard to the subject area of technical education and training entrusted to the Head of the Institution. Under this exercise, this Service is tasked with the planning, implementation, direction and evaluation of the work involving development of the knowledge, attitudes and skills of the students, holding of lectures for the purpose of training, provision of training through practical activities, provision of student guidance and counselling, attending to examination and evaluation work of the students, engagement in the research work on technical education, execution of the work involving educational audit, engagement in the institutional administration and identification of educational courses and the application of the administrative methodology and other functions related thereto.

05. Salaries :

5.1 Salary Code : : Executive - SL – 1 – 2016
: Senior Executive - SL – 3 – 2016

5.2 Salary Scale : : Executive - Rs. 47,615-10x1335-8x1630-17x2170-110,895/-
: Senior Executive - Rs. 88,000-12 x 2700-120,400/-

5.3 Initial Salary Step of the Grade System :

Grade	Initial Salary Step	Initial Salary Point (Rs.)
Grade III	Step 1 (SL-1-2016)	Rs. 47,615/-
Grade II	Step 12 (SL-1-2016)	Rs. 62,595/-
Grade I	Step 20 (SL-1-2016)	Rs. 76,175/-
Special Grade	Step 1 (SL-3-2016)	Rs. 88,000/-

06. Posts of the Service:

6.1 Titles of approved posts, number of approved posts and grades :

Titles of approved posts	Post approved grade	No. of approved posts	Functions
Lecturer	III, II	274	1. Continuation of lectures and training involving respective courses in keeping with the set standards, mapping out of the work necessary thereto and implementation of them within the prescribed period ; 2. Attending to internal examination evaluation work and its direction ; 3. Giving instructions for student project reports and their evaluation ;
Instructor	III, II	897	

Titles of approved posts	Post approved grade	No. of approved posts	Functions
			<ol style="list-style-type: none"> 4. Supervision of the field visits, educational tours and external factory educational activities related to the study course ; 5. Giving necessary instructions for student guidance activities ; 6. Providing technological instructions required for external government institutions ; 7. Management of factories in the related field, maintenance of the inventory books and supervision of the survey of items ; 8. Exchange of knowledge and technology with external institutions ; 9. Discharge of other duties having regard to the post assigned by the Head of the Institution.
Deputy Director (Human Resource Development) / (Educational - Agriculture) / (Educational – Commerce & Languages)/ (Educational – Science / Maths) / (Educational - Mechanical) / (Educational -Civil) / (Educational – Information Technology) / (Examinations - English) / (Examinations - Commerce)/ (Evaluations NVQ 5-6) / (Evaluations -NVQ 3-4) / (Career Guidance & Counselling) / (Factory Coordination & Marketing) / (Special Projects) / (Quality Management) / (Research)	II	16	<ol style="list-style-type: none"> 1. Implementation, direction and evaluation of the work assigned in relation to each of the Divisions of Educational Activities, Examinations and Evaluation, Business Development and Research, Vocational Guidance, Technological Support Services and Administration ; 2. Extending assistance to educational audit ; 3. Discharge of other duties having regard to the post assigned by the Head of the Institution.
Deputy Principal	II	30	<ol style="list-style-type: none"> 1. Systematic maintenance of the educational, examinations and evaluation process in the Technical Colleges ; 2. Preparation of annual academic time tables, supervision of the disciplinary matters of the students and supervision of the matters of external Instructors and Heads of Divisions ; 3. Discharge of other duties having regard to the post assigned by the Head of the Institution.

Titles of approved posts	Post approved grade	No. of approved posts	Functions
Additional Director (Colleges of Technology)	I	09	<ol style="list-style-type: none"> 1. Systematic maintenance of the educational, examinations and evaluation process in the Colleges of Technology ; 2. Preparation of annual academic time tables, supervision of the disciplinary matters of the students and supervision of the matters of external Instructors and Heads of Divisions ; 3. Attending to internal examination evaluation work of the Technical Colleges under the purview of the Colleges of Technology, its supervision and follow up action ; 4. Discharge of other duties having regard to the post assigned by the Head of the Institution.
Principal	I	30	<ol style="list-style-type: none"> 1. Administration work of the Technical Colleges and implementation of the financial powers that have been delegated ; 2. Planning, direction, control and supervision of the educational and evaluation process in the Technical Colleges ; 3. Keeping up with necessary liaisons with respective external institutions and functioning as the Chairman of the relevant Consultative Committees ; 4. Functioning as the Chairman of the Coordinating Committees of the institutions under the Ministry ; 5. Discharge of other duties having regard to the post assigned by the Head of the Institution.
Director (Colleges of Technology)	I	09	<ol style="list-style-type: none"> 1. Administration work of the Colleges of Technology and implementation of the financial powers that have been delegated ; 2. Planning, direction, control and supervision of the educational, examinations and evaluation process in the Colleges of Technology ; 3. Keeping up with necessary liaisons with respective external institutions and functioning as the Chairman of the relevant Consultative Committees ; 4. Functioning as the Chairman of the Coordinating Committees of the institutions under the Ministry ; 5. Administration work of the Technical Colleges under the purview of the Colleges of Technology, its supervisory work and follow up action ; 6. Discharge of other duties having regard to the post assigned by the Head of the Institution.

Titles of approved posts	Post approved grade	No. of approved posts	Functions
Director (Educational Activities / Examinations & Evaluations/ Career Guidance & Marketing / Business Development & Research/ Technological Support Services)	I	05	1. Planning, direction, evaluation, supervision and holding of all the responsibilities of the work assigned to each of the Divisions of Educational Activities, Examinations and Evaluation, Business Development and Research, Technological Support Services and Vocational Guidance; 2. Extending assistance to educational audit ; 3. Discharge of other duties having regard to the post assigned by the Head of the Institution.
Additional Director General (Technical Education)	Special	01	1. Formulation of policies / strategies / plans in the process of technical education and training and holding of all the responsibilities associated with it ; 2. Discharge of other duties having regard to the post assigned by the Head of the Institution.

Note :- Appendix “A” contains the areas of subject pertaining to the posts of Lecturer and Instructor and the number of posts in accordance with the medium of language for the posts of Lecturer and Instructor.

6.2 Approved No. of Posts according to Grades :

Grade	Number
Special Grade	01
Grade I	53
Grade II	46
Consolidated No. of posts in Grade II and Grade III	1171

Consolidated No. of officers :

Grade I	: 53
Grade II	: 46
Grade II and Grade III	: 1171

Grades of III, II and I are considered as belonging to the number of consolidated officers for the purpose of grade to grade promotion.

6.3 Nature of the Post / Posts : Permanent and Pensionable.
(Shall be subject to the policy decisions made by the government on the Pension Scheme.)

07. Method of Recruitment :

7.1 Percentage of Recruitment :

7.1.1 For Posts of Lecturer and Instructor :

Stream	Percentage
Open	60%
Limited	40%
Merit	Not applicable

Note :- If there are no sufficient number of candidates who have fulfilled the qualifications in order to complete the number of vacancies allocated under each of the streams in the recruitment to the posts of Instructor and Lecturer, the remaining number of vacancies under such stream will be replenished by the candidates who have completed qualifications under other stream.

7.2 Open Recruitment :

7.2.1 Grade at Recruitment : Grade III

7.2.2 Qualifications :

7.2.2.1 Educational Qualifications }
7.2.2.2 Professional Qualifications } Should have acquired qualifications as stated in Appendix "A".

7.2.2.3 Experience :

Should have acquired qualifications as stated in Appendix "B" after completion of the qualifications referred to above.

7.2.2.4 Physical fitness :

Every candidate should be in an adequately sound physical and mental fitness to serve in any part of Sri Lanka and discharge duties in the relevant post.

7.2.2.5 Other :

I. Should be a citizen of Sri Lanka ;

II. Should be of an excellent moral character ;

III. The acceptance of the candidate as being met with qualifications required to sit for the competitive examination for recruitment to the service will be made only if such candidate has completed all the relevant qualifications and the stipulated age limit in every respect as at the date set out in the notice calling for applications.

7.2.3 Age :

7.2.3.1 Minimum limit : 21 years

7.2.3.2 Maximum limit : 40 years

7.2.4 Method of Recruitment :

- I. Only the candidates who have applied for the posts of Instructor in the professional fields of Electrical, Metal Work, Wood Work, Buildings, Technical Drawing, Automative, Jewellery, Refrigeration and Air Conditioning, Electronics and Shorthand and Typewriting will be recruited through a written examination and a professional test.
- II. Herein, the written examination and the professional test will be conducted by the Commissioner General of Examinations and a Board of professional test appointed by the Public Service Commission respectively. Following the transmission of the results of the professional test to the Commissioner General of Examinations by the Public Service Commission, candidates who have secured 40% marks or more for the written examination and professional test separately will be listed in the order of merit on the basis of placing weight for the marks of Aptitude, General Knowledge and Professional Test as per the ratio of 1:1:3 respectively and the list of such candidates will be forwarded to the Public Service Commission by the Commissioner General of Examinations.
- III. Thereafter, the candidates will be called for the interview for the scrutiny of their qualifications. It is a number of candidates as decided by the Public Service Commission based on the number of existing

vacancies as per the aggregate of marks of the written examination and the professional test in the order of its merit that is called for this interview.

IV. The candidates who have applied for the posts of Instructor and Lecturer not belonging to the fields referred to in No. I above will be recruited only through a written examination. Candidates who have secured a total marks of 40% or more at the written examination will be listed in the order of merit and such list of candidates will be forwarded to the Public Service Commission after which a number of candidates as decided by the Public Service Commission on the basis of existing vacancies will be called for the interview for the scrutiny of their qualifications.

V. After ascertaining the qualifications of the candidates, the number of persons as decided by the Public Service Commission according to the existing number of vacancies will be recruited to Grade III of the respective post.

7.2.4.1 Written Examination :

Subjects	Maximum Marks	Passable Marks
Aptitude	100	40%
General Knowledge	100	40%

(Particulars of the written examination are shown in Appendix “D”.)

7.2.4.1.1 Conducting Authority : Commissioner General of Examinations

7.2.4.2 Professional Test :

Subjects	Maximum Marks	Passable Marks	Weighted value for marks secured by the candidate
Professional Test	100	40	3

(Particulars of the Professional Test are shown in Appendix “E”.)

7.2.4.2.1 Conducting Authority : Board of Examination appointed by the Public Service Commission

7.2.4.3 General Interview :

Objectives to be achieved :

Examination as to whether the qualifications stated in the Service Minute of the Sri Lanka Technical Education Service and the Gazette Notice of Recruitment published in compliance thereto have been fulfilled and the examination of physical fitness.

7.2.4.3.1 Authority appointing the Board of General Interview :
Public Service Commission

7.2.4.4 Interview for evaluating eligibilities : Not applicable.

7.2.5 Method of calling for applications : Applications will be invited by publishing advertisements in the Government Gazette and the websites.

7.3 Limited Recruitment :

7.3.1 Grade at Recruitment : Grade III

7.3.2 Qualifications :

7.3.2.1 Educational qualifications : }
7.3.2.2 Professional qualifications : } Should have acquired qualifications as stated in Appendix "C".

7.3.2.3 Experience :

Should have acquired qualifications as stated in Appendix "C" after completion of the qualifications referred to above.

7.3.2.4 Physical fitness :

Every candidate should be in an adequately sound physical and mental fitness to serve in any part of Sri Lanka and discharge duties in the relevant post.

7.3.2.5 Other :

- I. Should be an officer confirmed in the service ;
- II. Should be of an excellent moral character ;
- III. No disciplinary punishment has been imposed in terms of the Public Service Commission Circular No. 01/ 2020 ;
- IV. The acceptance of the candidate as being met with qualifications required to sit for the competitive examination for recruitment to the service will be made only if such candidate has completed all the relevant qualifications and the stipulated age limit in every respect as at the date set out in the notice calling for applications.

7.3.3 Age : Not applicable.

7.3.4 Method of Recruitment :

- I. Only the candidates who have applied for the posts of Instructor in the professional fields of Electrical, Metal Work, Wood Work, Buildings, Technical Drawing, Automative, Jewellery, Refrigeration and Air Conditioning, Electronics and Shorthand and Typewriting will be recruited through a written examination and a professional test.
- II. Herein, the written examination and the professional test will be conducted by the Commissioner General of Examinations and a Board of professional test appointed by the Public Service Commission respectively. Following the transmission of the results of the professional test to the Commissioner General of Examinations by the Public Service Commission, candidates who have secured 40% marks or more for the written examination and professional test separately will be listed in the order of merit on the basis of placing weight for the marks of Aptitude, General Knowledge and Professional Test as per the ratio of 1:1:3 respectively and the list of such candidates will be forwarded to the Public Service Commission by the Commissioner General of Examinations.
- III. Thereafter, the candidates will be called for the interview for the scrutiny of their qualifications. It is a number of candidates as decided by the Public Service Commission based on the number of existing vacancies as per the aggregate of marks of the written examination and the professional test in the order of its merit that is called for this interview.
- IV. The candidates who have applied for the posts of Instructor and Lecturer not belonging to the fields referred to in No. I above will be recruited only through a written examination. Candidates who have secured a total marks of 40% or more at the written examination will be listed in the order of merit and such list of candidates will be forwarded to the Public Service Commission after which a number

of candidates as decided by the Public Service Commission on the basis of existing vacancies will be called for the interview for the scrutiny of their qualifications.

- V. After ascertaining the qualifications of the candidates, the number of persons as decided by the Public Service Commission according to the existing number of vacancies will be recruited to Grade III of the respective post.

7.3.4.1 Written Examination :

Subjects	Maximum Markks	Passable Marks
Aptitude	100	40%
General Knowledge	100	40%

(Particulars of the Professional Test are shown in Appendix “D”.)

7.3.4.1.1 Conducting Authority : Commissioner General of Examinations

7.3.4.2 Professional Test :

Subjects	Maximum Marks	Passable Marks	Weighted value for marks secured by the candidate
Professional Test	100	40	3

(Particulars of the Professional Test are shown in Appendix “E”.)

7.3.4.2.1 Conducting Authority: Board of Examination appointed by the Public Service Commission

7.3.4.3 General Interview :

Objectives to be achieved :

Examination as to whether the qualifications stated in the Service Minute of the Sri Lanka Technical Education Service and the Gazette Notice of Recruitment published in compliance thereto have been fulfilled and the examination of physical fitness.

7.3.4.3.1 Authority appointing the Board of General Interview : Public Service Commission

7.3.4.4 Interview for evaluating eligibilities : Not applicable.

- 7.3.5 Method of calling for applications : Applications will be invited by publishing advertisements in the Government Gazette and the websites.

7.4 Recruitment on merit basis : Not applicable.

08. Efficiency Bars :

8.1

Which of the Efficiency Bars	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bar - Written Examination / Professional Test / Certificate Course / Other
1 st Efficiency Bar	Before a lapse 03 years after recruitment to Grade III	A written examination (Appendix "F")
2 nd Efficiency Bar	Before a lapse 03 years after promotion to Grade II	A written examination (Appendix "G")
3 rd Efficiency Bar	Before a lapse 05 years after promotion to Grade I	A certificate course conducted by the Sri Lanka Institute of Development Administration

8.2 Frequency at which the Efficiency Bar Examination is conducted: Twice a year.

8.3 Who is the authority conducting the examinations relevant to the Efficiency Bars?

1st Efficiency Bar : By the Commissioner General of Examinations or an institute approved by the Secretary to the Ministry.

2nd Efficiency Bar : By the Commissioner General of Examinations or an institute approved by the Secretary to the Ministry.

Steps will be taken in future to issue a circular setting out the relevant Efficiency Bar Examination and the manner in which it should be dealt with.

09. Language Proficiency :

9.1

Language	Proficiency to be acquired
1. Official language	Officers joined in the public service through a language other than an official language should acquire the prescribed language proficiency during the probation period.
2. Other official language	Should acquire the language proficiency at the respective level in terms of the Public Administration Circular No. 01/2014 and the Circulars incidental thereto.

10. Grade Promotions

10.1 Promotion to Grade II from Grade III :

10.1.1 As per average performance :

10.1.1.1. Qualifications to be fulfilled:

- I. Should have been confirmed in the appointment ;
- II. Should have completed an active and satisfactory period of at least ten (10) years in Grade III of the category of service and earned ten (10) salary increments ;
- III. Should have demonstrated a performance at satisfactory or higher level during a period of ten (10) years preceding the date of promotion in accordance with the approved procedure of the performance appraisal ;

- IV. No disciplinary punishment has been imposed in terms of the Public Service Commission Circular No. 01/ 2020 ;
- V. Should have acquired proficiency in the other official language at the respective level within the prescribed period ;
- VI. Should have passed the relevant Efficiency Bar Examination on the due date.

10.1.1.2 Method of Promotion: When the officers fulfilling the qualifications make a request as per the prescribed form to the Public Service Commission, promotion to Grade II will be made by the Public Service Commission with effect from the date on which they meet with such qualifications after the scrutiny of qualifications.

10.2 Promotion to Grade I from Grade II :

10.2.1 As per average performance :

10.2.1.1 Qualifications to be fulfilled :

- I. Should have obtained a postgraduate degree in the relevant field (as stated in Appendix “H”);
- II. Should have completed an active and satisfactory period of seven (07) years in Grade II of the category of service and earned the seven (07) salary increments due ;
- III. No disciplinary punishment has been imposed in terms of the Public Service Commission Circular No. 01/ 2020 ;
- IV. Should have demonstrated a performance at satisfactory or higher level throughout the period of seven (07) years preceding the date of promotion in accordance with the approved procedure of the performance appraisal ;
- V. Should have passed the relevant Efficiency Bar Examinations on the due date ;
- VI. Should have completed the qualifications stated under 12.2 of this Service Minute.

10.2.1.2 Method of Promotion : When the officers fulfilling the qualifications make a request as per the prescribed form to the Public Service Commission, promotion to Grade I will be made by the Public Service Commission with effect from the date on which they meet with such qualifications after the scrutiny of qualifications.

Remarks : The date of promotion of the officers who fail the Efficiency Bar Examination on the due date as per the performance at average level should be delayed by a period equal to the time they have taken for passing over the efficiency bar.

10.3 Promotion to Special Grade from Grade I :

10.3.1 Qualifications to be fulfilled :

- I. Should have obtained a postgraduate degree in the relevant field ;
- II. Should have completed an active and satisfactory period of five (05) years in Grade I of the executive category as at the date qualifying for promotions and earned five (05) salary increments after promotion to Grade I ;
- III. Should have completed an active and satisfactory period not less than eighteen (18) years in the Executive Grade relevant to the eligible category of service / posts as at the date qualifying for promotions ;
- IV. Annual performance during the period of five (05) years immediately preceding the date qualifying for promotions should be at a satisfactory or higher level :

V. No disciplinary punishment has been imposed in terms of the Public Service Commission Circular No. 01/ 2020.

10.3.2. Method of Promotion :

- I. Promotion to the Special Grade will be made according to the marking scheme as shown in the specimen format below as approved by the Public Service Commission subjecting the officers to an interview for evaluating their eligibilities conducted by a Board of Interview approved by the Public Service Commission on the basis of its results depending on the number of vacancies.
- II. The experience in service and merit are considered at the interview for evaluating eligibilities.

Main areas for which marks are awarded	Maximm Mark
Experience in Service	80
Merit	20
Total Marks	100

11. Appointment to posts:

11.1 Qualifications:

Post	Qualifications
Deputy Director / Deputy Principal	The Public Service Commission will appoint to the respective posts of Deputy Director / Deputy Principal after calling for applications from the officers of Grade II of the Sri Lanka Technical Education Service subjecting such officers to an interview for evaluating eligibilities conducted by a Board of Interview appointed by the Public Service Commission in accordance with a marking scheme approved by the Public Service Commission on the order of merit awarded at such interview depending on the number of existing vacancies.
Principal / Additional Director (Colleges of Technology)	The Public Service Commission will appoint to the respective posts of Principal / Additional Director (Colleges of Technology) after calling for applications from the officers of Grade I of the Sri Lanka Technical Education Service subjecting such officers to an interview for evaluating eligibilities conducted by a Board of Interview appointed by the Public Service Commission in accordance with a marking scheme approved by the Public Service Commission on the order of merit awarded at such interview depending on the number of existing vacancies.
Director (Departments / Colleges of Technology)	The Public Service Commission will appoint to the respective posts of Director after calling for applications from the officers of Grade I of the Sri Lanka Technical Education Service subjecting such officers to an interview for evaluating eligibilities conducted by a Board of Interview appointed by the Public Service Commission in accordance with a marking scheme approved by the Public Service Commission on the order of merit awarded at such interview depending on the number of existing vacancies.
Additional Director General (Technical Education)	The Public Service Commission will appoint the officer in Special Grade of the Sri Lanka Technical Education Service to the post of Additional Director General (Technical Education).

12. Conditions extraneous to the general conditions set out in the Procedural Rules of Public Service Commission :

12.1 Conditions of Confirmation :

All officers recruited to Grade III of the Service should participate in a training course in Teaching / Training methods over a period of 300 hours conducted by the University of Vocational Technology or a university approved by the University Grants Commission or the Department and they should have obtained this training certificate for confirmation in the service. The Department should make arrangements to conduct this training course within three (03) years of the recruitment of officers to the Service.

12.2 Training and Development :

All officers in Grade II of the Service should complete a training course in Institutional Regulations, Financial Regulations and National and International Labour Market over a period of 100 hours and they should have obtained this training certificate for promotion to the Grade I.

13. Definitions extraneous to those set out in the Procedural Rules of Public Service Commission :

- I. "Gazette" shall mean the Gazette of the Democratic Socialist Republic of Sri Lanka ;
- II. "Service Minute" shall mean the Minute of the Sri Lanka Technical Education Service ;
- III. "Public Service Commission" shall mean the Public Service Commission appointed in terms of the provisions in Article 54 of the Constitution of the Democratic Socialist Republic of Sri Lanka ;
- IV. "Service" shall mean Sri Lanka Technical Education Service ;
- V. "Effective Date" shall mean the date on which this Service Minute comes into force ;
- VI. "Secretary" shall mean the Secretary of the line Ministry to which the Department of Technical Education and Training belongs ;
- VII. "Department" shall mean the Department of Technical Education and Training ;
- VIII. "Technical Colleges" shall mean the Technical Colleges coming under the purview of the Department of Technical Education and Training ;
- IX. "Colleges of Technology" shall mean the Colleges of Technology coming under the purview of the Department of Technical Education and Training ;
- X. "Period of Active Service" shall mean the period of service during which an officer was drawing the salaries applicable to his post inclusive of the periods of no pay leave the Cabinet of Ministers, as a policy, has specifically stated to have reckoned as being a period of active service other than the periods of no pay leave.

14. Provisions of Absorption:

- I. All officers employed in the Sri Lanka Technical Education Service as at the effective date of this Service Minute will be absorbed as follows subject to the provisions in Section 04 of Chapter VII of the Establishments Code.
- II. The period of Service will be counted on the basis of the date appointed to each post. However, owing to the absorption, the date of increment of the person concerned should not be changed and such date should continue be effective unchanged as the date of increment that existed prior to the absorption. Likewise, due to the reason that the new salary step of the person concerned is in correspondence with his last drawn salary at the salary conversion, he should not be placed on the next higher salary step either in terms of Section 4.4 of Chapter VII of the Establishments Code.

14.1.1 Absorption to Grade III of the Service

The officers who are in Class III of the Sri Lanka Technical Education Service as at the date on which this Service Minute takes effect.

14.1.2 Absorption to Grade II of the Service

The officers who are in Class II of the Sri Lanka Technical Education Service as at the date on which this Service Minute takes effect.

14.1.3 Absorption to Grade I of the Service

The officers who are in Class I of the Sri Lanka Technical Education Service as at the date on which this Service Minute takes effect.

15. Option to Retire:

Where the Public Service Commission is satisfied that an officer in service who has not reached his optional age of retirement by the date on which this gazette notice of the Service Minute is published has been adversely affected by the provisions of this Service Minute to such an extent as to grant him the privilege of expressing his option to retire under Section 7 of the Minutes on Pensions, he will be allowed to so retire subject to the availing of such option within five years (5) from the date on which this Service Minute is published in the gazette.

16. Interim Provisions :

Officers will be afforded the opportunity of availing a period of five (05) years from the effective date of this Service Minute for meeting with the requirement of the post graduate degree and the officers so completing such qualification, provided that they have completed other qualifications as well, will be promoted to Grade I from the date on which they complete such other qualifications or a date that follows the date published by this Service Minute, whichever is later.

17. Other :

- 17.1 All appointments are subject to the conditions of the Procedural Rules of the Public Service Commission published in the Gazzette Extraordinary No. 1589 / 30 dated 20.02.2009 and the provisions of the Establishments Code.
- 17.2 Any matter not provided for in this Service Minute shall be determined by the Public Service Commission.
- 17.3 In the event of any inconsistency between the Sinhala, Tamil and English texts of this Service Minute, the Sinhala text shall prevail.

Appendix "A"

The areas of subject relevant to the posts of Lecturer and Instructor and the number of posts for the posts of Lecturer and Instructor in the Sri Lanka Technical Education Service according to the medium of language

Post	Subject Area No.	Area of Subject	No. of Posts		
			Sinhala Medium	Tamil Medium	English Medium
Lecturer	1.	Automobile Technology	-	-	20
	2.	Information & Communication Technology	-	-	54
	3.	Farm Machinery Technology	-	-	10
	4.	Construction Technology	-	-	30
	5.	Refrigeration & Air Conditioning Technology	-	-	10
	6.	Manufacturing Technology	-	-	05
	7.	Food Technology	-	-	07
	8.	Bio Medical Engineering Technology	-	-	05
	9.	Mechatronics Technology	-	-	10
	10.	Welding Technology	-	-	05
	11.	Telecommunication Technology	-	-	05
	12.	Electronic Technology	-	-	05
	13.	Jewellery Technology	-	-	05
	14.	Commerce	15	05	18
	15.	English	-	-	18
	16.	Science & Mathematics	24	05	18
	Total	39	10	225	
Instructor	17.	Electronic	44	07	-
	18.	Building Trade	93	19	-
	19.	Automotive	59	13	-
	20.	Wood Work	42	05	-
	21.	Refrigeration & Air Conditioning	26	07	-
	22.	Technical Drawing	55	11	-
	23.	Electrical	65	11	-
	24.	Information Technology	72	13	-
	25.	Science / Mathematics	57	10	-
	26.	Commerce	54	16	-
	27.	Metal Work	66	11	-
	28.	Shorthand & Typewriting	16	07	21
	29.	Jewellery	4	-	-
	30.	Agriculture	12	-	-
	31.	English	-	-	81
	Total	665	130	102	

Appendix "B"

Particulars of educational qualifications and experience required to apply for the open competitive examination for recruitment to Grade III of the Sri Lanka Technical Education Service

Post	Educational / Professional Qualifications and Experience	
	Educational / Professional Qualifications	Experience
Lecturer	Should have obtained a degree including the area of subject applied for as a main subject from a university recognized by the University Grants Commission or should have obtained SLQF Level 5 equivalent to NVQ Level 7 relevant to the area of subject from an institution recognized by the Tertiary and Vocational Education Commission.	<p>Should have obtained 03 years of experience in teaching in the area of subject applied for in an educational / training institution registered under a Government Department or Local Government Body or the Companies Act or the Board of Investment after acquiring prescribed educational / professional qualifications</p> <p align="center">OR</p> <p>Should have obtained 03 years of professional experience in a post relating to the area of subject applied for in a factory registered under a Government Department or Local Government Body or the Companies Act or the Board of Investment</p> <p align="center">OR</p> <p>Should have obtained 03 years of experience in both the ways above.</p>
Instructor	Should have obtained a degree including the area of subject applied for as a main subject from a university recognized by the University Grants Commission or should have obtained SLQF Level 5 equivalent to NVQ Level 7 relevant to the area of subject from an institution recognized by the Tertiary and Vocational Education Commission.	<p>Should have obtained 03 years of experience in teaching in the area of subject applied for in an educational / training institution registered under a Government Department or Local Government Body or the Companies Act or the Board of Investment after acquiring prescribed educational / professional qualifications</p> <p align="center">OR</p> <p>Should have obtained 03 years of professional experience in a post relating to the area of subject applied for in a factory registered under a Government Department or Local Government Body or the Companies Act or the Board of Investment</p> <p align="center">OR</p> <p>Should have obtained 03 years of experience in both of the ways above.</p>

Appendix “C”

Particulars of educational qualifications and experience required to apply for the limited competitive examination for recruitment to Grade III of the Sri Lanka Technical Education Service

Post	Educational / Professional Qualifications and Experience	
	Educational / Professional Qualifications	Experience
Lecturer	Should have obtained a degree including the area of subject applied for as a main subject from a university recognized by the Universty Grants Commission or the Tertiary and Vocational Education Commission.	Should have an active and satisfactory period of service of 05 years after acquiring the prescribed educational / professional qualifications relevant to the area of subject applied for in a post of Crafts Demonstrator or Farm Manager carrying the Salary Scale of MT - 1-2016 or a post of Laboratory Assistant carrying the Salary Scale of MT - 2-2016 of the Department of Technical Education and Training OR Should have an active and satisfactory period of service of 03 years after acquiring the prescribed educational / professional qualifications relevant to the area of subject applied for in a post of Evaluation Officer carrying the Salary Scale of MN - 6-2016 of the Department of Technical Education and Training
Instructor	Should have obtained a degree including the area of subject applied for as a main subject from a university recognized by the Universty Grants Commission or the Tertiary and Vocational Education Commission.	Should have an active and satisfactory period of service of 05 years after acquiring the prescribed educational / professional qualifications in a post of Crafts Demonstrator or Farm Manager carrying the Salary Scale of MT - 1-2016 or a post of Laboratory Assistant carrying the Salary Scale of MT - 2-2016 of the Department of Technical Education and Training OR Should have an active and satisfactory period of service of 03 years after acquiring the prescribed educational / professional qualifications relevant to the area of subject applied for in a post of Evaluation Officer carrying the Salary Scale of MN - 6-2016 of the Department of Technical Education and Training
	OR	
	Should have obtained a Diploma Certificate at NVQ Level 6 relevant to the area of subject from an institution recognized by the Tertiary and Vocational Education Commission.	Should have an active and satisfactory period of service of 07 years after acquiring the prescribed educational / professional qualifications in a post of Crafts Demonstrator or Farm Manager carrying the Salary Scale of MT - 1-2016 or a post of Laboratory Assistant carrying the Salary Scale of MT - 2-2016 of the Department of Technical Education and Training
OR		

Post	Educational / Professional Qualifications and Experience	
	Educational / Professional Qualifications	Experience
	Should have obtained a Diploma Certificate at NVQ Level 5 or equivalent relevant to the area of subject from an institution recognized by the Tertiary and Vocational Education Commission.	<p>Should have an active and satisfactory period of service of 10 years after acquiring the prescribed educational / professional qualifications relevant to the area of subject applied for in a post of Premises Controller or Agri Conductor or Workshop Assistant carrying the Salary Scale of MN - 1-2016 of the Department of Technical Education and Training</p> <p>OR</p> <p>Should have an active and satisfactory period of service of 09 years after acquiring the prescribed educational / professional qualifications in a post of Crafts Demonstrator or Farm Manager carrying the Salary Scale of MT - 1-2016 or a post of Laboratory Assistant carrying the Salary Scale of MT - 2-2016 of the Department of Technical Education and Training</p> <p>OR</p> <p>Should be an officer holding the post of Crafts Demonstrator (Supra Class) carrying the Salary Scale of MN - 7-2016 of the Department of Technical Education and Training.</p>

Appendix "D"

01. Title of the Examination : Written competitive examination for recruitment to Grade III of the Sri Lanka Technical Education Service under open / limited stream

02. Particulars of the Examination : This examination will comprise of 02 question papers.

Subjects	Duration	Maximum Marks
1. Aptitude	01 Hour	100 Marks
2. General Knowledge	01 Hour	100 Marks

03. Authority conducting the examination: Commissioner General of Examinations

04. Frequency at which the examination is conducted: According to the necessity

05. Syllabus for the examination:

Subjects	Syllabus
1. Aptitude	This question paper is presented with the objective of assessing the candidate's propriety and ability to execute the duties of the service through testing his numerical skill, logical reasoning and intellectual awareness. This will be a question paper consisting of multiple choice and short answer type questions requiring answers to be furnished to all questions.
2. General Knowledge	This is a question paper presented with the objective of assessing the officer's knowledge on the security and accepted standards of Sri Lanka including its political, social, cultural and economic ambience and the current developments as well as the scientific and technological advancement of international importance consisting of multiple choice and short answer type questions requiring answers to be furnished to all questions.

Appendix "E"

01. Title of the Examination: Professional examination for recruitment to Grade III of the Sri Lanka Technical Education Service – (Open / Limited)

02. Particulars of the Examination:

Examination	Subject No. & Area of Subject		Duration	Total Marks
Professional Examination	17.	Electronic	Maximum of 06 hours	100
	18.	Building Technology		
	19.	Automotive		
	20.	Wood Work		
	21.	Refrigeration & Air Conditioninng		
	22.	Technical Drawing		
	23.	Electrical		
	27.	Metal Work		
	28.	Shorthand & Typewriting		
	29.	Jewellery		

03. Authority conducting the examination : By a Board of Examination appointed by the Public Service Commission

04. Frequency at which the examination is conducted : According to the necessity.

05. Professional areas relevant to the examination and Syllabus :

Subject No. & Area of Subject	Syllabus
17. Electronic	<p>This professional examinations will be conducted at a level on par with the currently held practical tests of the National Vocational Qualifications (NVQ) Level – 5 Courses at the Colleges of Technology / Technical Colleges.</p> <p>Herein, the ability of the candidate to utilize his technological skill to impart knowledge to the students on how to operate the relevant machinery and equipment and identify and use the tools concerned and to give them an understanding of the use of such equipment and tools having demonstrated his technical knowhow will be examined.</p>
18. Building Technology	
19. Automotive	
20. Wood Work	
21. Refrigeration & Air Conditioning	
22. Technical Drawing	
23. Electrical	
27. Metal Work	
28. Shorthand & Typewriting	
29. Jewellery	

Appendix “ F ”

01. Title of the Examination : First Efficiency Bar Examination for the officers of the Sri Lanka Technical Education Service.

02. Particulars of the Examination : This examination will comprise of 03 question papers.

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
1.	Establishments Code, Procedural Rules of the Public Service Commission and Financial Regulations	03 hours	100	40%
2.	Technical Education and Education Methodology	03 hours	100	40%
3.	English Language	03 hours	100	40%

03. Authority conducting the examination : By the Commissioner General of Examinations or an institute approved by the Secretary to the Ministry.

04. Frequency at which the examination is conducted : Twice a year

05. Syllabus for the examination :

	<i>Title of the Question Paper</i>	<i>Syllabus</i>
1.	Establishments Code, Procedural Rules of the Public Service Commission and Financial Regulations	I. Volume I of the Procedural Rules of the Public Service Commission II. Chapters VII, IX, XI, XII, XIII, XIV, XV, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII & XLVIII of the Establishments Code III. Volume I of the Financial Regulations (excluding Chapter X)
2.	Technical Education and Education Methodology	I. Objectives of the Technical Education, Curriculum Development, Community Leadership, Life Long Education, Supervision, Teaching Environment, Student Management, Examinations Management, Library Administration, Student Activities Management and Human and Physical Resource Management II. Quality Management System III. National Vocational Qualifications System IV. Liaison between government and private institutions (Public - Private Partnerships) V. Tasks involving professional guidance : Student counselling, Institutionalization of students, Furnishing information to other institutions, Maintaining relations with factories / service establishments, Furnishing course information, Awareness programmes (Students of schools, parents, followers of professional training, public officers and community), Coordination of Industries VI. Evaluation process of the Technical Education VII. Inspection of the Technical Education and Training process
3.	English Language	A question paper prepared in such a way as to incorporate the subject matters concurrent to the English Language syllabus for the G.C.E. (O/L) Examination

* **Note** : The requirement of passing the subject of English Language will be exempted if a credit pass has been obtained for the English Language at the G.C.E. (O/L) Examination.

Appendix "G"

01. Title of the Examination : Second Efficiency Bar Examination for the officers of the Sri Lanka Technical Education Service

02. Particulars of the Examination : This examination will comprise of 02 question papers.

	Question Paper	Duration	Total Marks	Passable Marks
1.	Practical Institutional Knowledge	03 hours	100	40%
2.	Technical Education Law, Technical Education Administration and Supervision (There are amendments made to the Technical Education Law from time to time.)	03 hours	100	40%

03. Authority conducting the examination: By the Commissioner General of Examinations or an institute approved by the Secretary to the Ministry.

04. Frequency at which the examination is conducted: Twice a year.

05. Syllabus for the examination :

Title of the Question Paper	Syllabus
Practical Institutional Knowledge	A question paper prepared to examine as to how the officers should practically act in dealing with the appraisal of performance, payment of salary increments, payment of travelling expenditure, approval of different types of leave, requests for railway warrants, allocation of government quarters, loan requests, execution of correspondence, rights of the trade union members and political rights of the public officers.
Technical Education Law, Technical Education Administration and Supervision (There are amendments made to the Technical Education Law from time to time.)	<p>1. Technical Education Law :</p> <p>I. Provisions to establish Universities of Technology in 2006</p> <p>II. The University of Vocational Technology Act, No. 31 of 2008</p> <p>III. Process of evaluation of the National Vocational Qualifications (NVQ) established under the Tertiary and Vocational Education Commission</p> <p>IV. Process of the accreditation of the syllabi of the courses conducted in the Colleges of Technology / Technical Colleges</p> <p>V. Curriculum development methodology</p>

Title of the Question Paper	Syllabus
	<p>2. Technical Education Administration :</p> <p>I. Administration of the Colleges of Technology / Technical Colleges :</p> <p>Action Plan, Strategic Management Plan, Human / Physical Resource Management and Course Management</p> <p>II. Department of Technical Education and Training and the respective Line Ministry :</p> <p>a. Department and the policies of the Ministry</p> <p>b. Colleges of Technology / Technical Colleges and organization of the institutions of technical education and training under the Ministry and its purview including their functions</p> <p>c. Educational planning objects at national and regional level and their implementation</p> <p>III. Management of the Department and Colleges of Technology / Technical Colleges and coordination of schools, industries and community relations</p> <p>IV. Accumulation of technical education management information</p> <p>V. Special education programmes pertaining to technical education.</p> <p>3. Technical Education Supervision :</p> <p>I. Criteria applied to continuously evaluate the work schedules and operations for the purpose of supervising Colleges of Technology / Technical Colleges</p> <p>II. Continuous Evaluation Programme :</p> <p>– Self evaluation programme of Colleges of Technology / Technical Colleges</p> <p>– Supervision of Colleges of Technology / Technical Colleges by the Department and Supervision of Technical Colleges by the Colleges of Technology</p> <p>III. Validation of internal evaluations by external teams</p> <p>IV. It is hereby instructed that a sufficient knowledge on circulars, minutes and other publications issued by the Ministry to which the Department belongs as well as by the Department itself should be gained.</p>

Appendix "H"

Post graduate qualification to be completed by officers in Grade II of
the Sri Lanka Technical Education Service

Officers should obtain a postgraduate degree inclusive of the subject relevant to their area of subject belonging to any one of the following subject areas from a university / higher education institute recognized by the University Grants Commission or an institute recognized by the Tertiary and Vocational Education Commission. Such post graduate degree should include educational activities at least over a period of one academic year. In the event the institutes recognized by the University Grants Commission do not conduct any of the post graduate degrees relevant to the areas of subject enumerated below, it is sufficient to have obtained a post graduate diploma relevant to such area in such instances.

Subject No. & Subject Area	Post Graduate Degree to be obtained
01. Automobile Technology 04. Construction Technology 05. Refrigeration & Air Conditioning Technology 06. Manufacturing Technology 09. Mechatronic Technology 10. Welding Technology 12. Electrical Technology 17. Electronic 18. Building Trade 19. Automative 21. Refrigeration & Air Conditioning 23. Electrical 27. Metal Work	- Mechanical Engineering / Civil Engineering / Automobile / Electrical / Manufacturing / Mechatronic Technology
02. Information & Communication Technology 11. Telecommunication Technology 24. Information Technology	- Computer Science / Management Information Systems / Communication Technology / Computer Hardware / Information Management / Information & Communication Technology / Education Information Management
03. Farm Machinery Technology	- Farm Machinery / Post Harvest Technology
07. Food Technology 30. Agriculture	- Animal Husbandry / Ecology / Agri Economics / Food Science & Technology
08. Bio Medical Engineering Technology	- Bio Medical Engineering
13. Jewellery Technology 29. Jewellery	- Fine Arts
14. Commerce 26. Commerce 28. Shorthand & Typewriting	- Financing / Accountancy / Business Management / Public Management / Finance Management / Commerce / Marketing Management
15. English 31. English	- Linguistics

Subject No. & Subject Area	Post Graduate Degree to be obtained
16. Science & Mathematics 25. Science / Mathematics	- Statistical Science / Quantitative Techniques & Quantitative Analysis / Statistical Study
20. Wood Work 22. Technical Drawing	- Technical or Technological Education / Education Methodology
At the time of the completion of the post graduate degree qualification after appointment to a post of Deputy Director or Deputy Principal in Grade II	- Human Resource Management / Business Management / Public Management / Finance Management / Communication / Education Management / Social Science / Social Work / Community Development / Education / Development Education / Development Economics

Special approval of the Public Service Commission should be obtained for a qualification other than a post graduate degree referred to above.

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